

Freight Cost Adjustment Notification

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about an adjustment to the freight costs associated with our recent bulk shipment agreement.

Due to [brief reason for adjustment, e.g., increased fuel costs, changes in carrier rates], we find it necessary to adjust the freight rates for our current and future shipments. Effective [insert date], the new freight rate will be [insert new freight rate] per [insert unit of measure, e.g., ton, container, etc.].

We value your partnership and are committed to providing you with the best service possible. We appreciate your understanding regarding this necessary adjustment.

If you have any questions or require further clarification, please do not hesitate to contact us at [your phone number] or [your email].

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]